



Shalin Baby

Nationality: Indian **Date of birth:** 02/09/1999 **Gender:** Female

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ABOUT ME

Energetic and dedicated event management professional with a flair for creativity and a passion for delivering exceptional experiences. Combining expertise in crafts making small business management with freelance web development skills, I bring a unique perspective to event planning. My goal is to leverage my diverse skill set to create innovative, memorable events that captivate audiences and exceed client objectives.

WORK EXPERIENCE

Event Coordinator

Giaan Medias [15/01/2023 – Current]

City: Kochi | **Country:** India

- Develop detailed event plans, including timelines, budgets, and logistics.
- Coordinate with vendors, suppliers, and venues.
- Arrange for necessary permits and insurance.
- Create and manage event budgets.
- Negotiate contracts with vendors to stay within budget.
- Monitor expenses and make adjustments as necessary.
- Oversee event setup and teardown.
- Manage on-site event staff and volunteers.
- Ensure event safety and compliance with regulations.
- Handle any issues or emergencies that arise during the event.
- Collect feedback and evaluate event success for future improvements.

Associate - Amazon Process

Sutherland Global [09/09/2022 – 08/12/2022]

City: Kochi | **Country:** India

- Offered timely chat support to customers, addressing inquiries and complaints efficiently.
- Demonstrated expertise in Amazon's products, policies, and payment methods through chat.
- Managed orders, tracking, returns, and payment-related issues via chat.
- Collaborated cross-functionally to resolve payment-related challenges.

Junior Web developer

Media Nologo [08/04/2020 – 25/08/2022]

City: Kochi | **Country:** India

- Crafting HTML markup for web pages.
- Assisting in basic CSS styling tasks.
- Supporting the team in implementing responsive design principles.
- Embracing semantic HTML practices and accessibility guidelines.
- Collaborating on simple CSS animation and layout adjustments.
- Eagerly learning cross-browser compatibility techniques.
- Actively seeking opportunities for skill enhancement in HTML and CSS.
- Contributing to documentation and version control processes within the team.

EDUCATION AND TRAINING

Bachelor of Computer Application (BCA)

The Cochin College - MG University [2017 – 2020]

City: Kochi | Country: India

Higher Secondary - Computer Science

St. Joseph's CGHSS [2015 – 2017]

City: Kochi | Country: India

High School 10th

Hira Public School (CBSE) [2015]

City: Kochi | Country: India

HONOURS AND AWARDS

Honours and awards

- Nominated for College Core Committee Elections, showcasing exceptional leadership and interpersonal skills.
- Actively participated in various Sports events, promoting teamwork, sportsmanship, and determination.
- Secured the first position in Sub-District Level Arts and Sports competitions (School Levels), exemplifying dedication and a competitive spirit.

CREATIVE WORKS

Creative works

- Flower Making and Bouquet Arrangement:
 - Skilled in crafting beautiful and elegant floral arrangements for various occasions.
 - Proficient in selecting and arranging flowers to create visually appealing bouquets, centerpieces, and decorative accents.
- Crafting Expertise:
 - Experienced in various crafting techniques, including but not limited to paper crafts, fabric arts, and DIY projects, string art.
 - Able to create custom handmade items and decorations to personalize events and enhance their aesthetic appeal.
- Creative Vision:
 - Possess a keen eye for detail and a strong sense of aesthetics, allowing for the creation of unique and visually stunning designs.
 - Ability to translate creative ideas into tangible works of art, adding a personalized touch to every project.
- Event Planning:
 - Proficient in planning and executing a wide range of events, from corporate gatherings to weddings and parties.
 - Demonstrated ability to conceptualize event themes, manage budgets, and coordinate logistics to ensure smooth execution.

HOBBIES AND INTERESTS

Hobbies and Interests

- **Craft-Making:** Passionate about creating handmade items and exploring new craft techniques.
- **Event Planning:** Enjoy organizing and coordinating events, from small gatherings to large celebrations.
- **Photography:** Interested in capturing moments and details, especially at events and craft fairs.

- **Traveling:** Love exploring new places and experiencing different cultures, which often inspires creative ideas.
 - **Learning New Skills:** Enthusiastic about acquiring new skills, whether in crafting, technology, or other areas of interest, to stay engaged and expand capabilities
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Declaration: I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.